

Kansas Department for Aging and Disability Services
Receivables Accountant

30%	<p>Cost Allocation Plan</p> <p>The incumbent submits the Cost Allocation Plan (CAP) to the Kansas Department for Health and Environment (KDHE) for submission to Centers for Medicare & Medicaid Services (CMS) by pulling data from several computer systems and developing a detailed report showing the direct hour methodology used by KDADS. The incumbent updates the CAP report as necessary when organizational changes occur. Makes all required adjustments to funding sources and adjust funding percentages as needed. This requires updates to KDADS timesheet system to input correct funding sources per hours worked, updating the Statewide Human Resources and Payroll system (SHaRP) to adjust funding sources and funding percentages for task profiles and combo codes for use in payroll processing for staff. The incumbent manage KDADS' Task Profiles in SHaRP to bring them into compliance with changing funds that used to pay staff. When any funding, organizational, or staffing changes occurs the timesheet system must be updated with the correct information. On a weekly basis, the incumbent reviews any changes that have occurred and makes any updates required to make changes to the task profiles in SHARP as necessary due to funding, organizational, or staffing changes. This task is performed with minimal oversight by senior financial staff. The incumbent adjusts the Statewide Management Accounting & Reporting Tool (SMART) speed charts for funding source and funding percentages for use in making payments for overhead expenditures in compliance with the CAP. Updates and manages speed charts for KDADS, which are used to pay other operating expenditures. Any changes in funding source require all affected speed charts funding sources to be changed and then the funding percentages adjusted and recalculated accordingly for each affected speed chart. This occurs at least quarterly when SMART speed charts are changed to match funding sources and percentages determined by the CAP. In addition, the charts must be adjusted at least monthly for funding or organizational changes, which affect the funding mix used for that specific speed chart. This task is performed with minimal oversight by senior staff. Makes quarterly calculations of direct labor hours as required by CMS based on timesheet program and update funding in SMART and SHARP systems by task profiles and combo codes. The incumbent quarterly prepares SMART spreadsheets to upload Journal Vouchers (JVs) which bring Payroll expenditures in line with the correct funding percentages determined by actual hours work for each funding sources per the CMS Cost Allocation Plan. This requires pulling data from SMART and KDADS' databases to prepare the journals. Due to the size and volume of the journals, they are separated by commission and in some cases by department in order for the JVs to be processed by SMART. In addition, the incumbent quarterly corrects entries when funding changes occur to bring expenditures in line with allocated funding. Director of Accounting (K0214892) reviews all JV prior to submission to Division of Administration through the SMART approval process for final approval. The CAP is reviewed by Chief Financial Officer (CFO) (K0217371) and the Director of Accounting (K0214892) prior to submission to KDHE and CMS for approval.</p>
10%	<p>Internal Auditing of KDADS transactions</p> <p>The incumbent will pull a statistical valid sample of each type of financial transaction processed through SMART quarterly. The sample will be checked for adequate documentation, proper vendor coding, correct funding and account coding. If discrepancies are found a follow up sample of transactions with a high probability of the same coding will be checked. Journal Vouchers will be prepared to correct any issues found and a report will be prepared detailing audit findings. Report and Journal Vouchers will be given to Director of Accounting (K0214892) for review. After review incumbent will present finds to staff involved in processing the affected transactions.</p>
25%	<p>Accounts Receivable</p> <p>The incumbent will receipt in Quarterly Bed Tax payments as received by agency. Verify all accompanying documentation is received and code deposits accordingly using the Bed Tax funding. Once confirmation is received that payment has cleared the Treasurer's Office, mark payment received in Payment Processing.</p> <p>This position will process credit card adjustments in SMART to receipt in money collected by credit card for various programs. Attention to detail is a must as there are several different funding streams this money can be applied to. Receivables Coordinator will be responsible for auditing and approving credit card adjustment deposits in SMART.</p>
10%	<p>Reports</p> <p>The incumbent develops and maintains reports for internal KDADS accounting use, as well as reports for midlevel and senior staff used the reports to manage KDADS' operations, such as program specific expenditure reports, summary of funds available, and detailed category expenditure reports regarding vehicles. Incumbent also develops reports per program manager's request as needed. This requires the incumbent pulling data from SMART, SHARP, and multiple internal databases and spreadsheets. The collected data must be verified and analyzed by the incumbent before developing a report format to meet the needs of the end users. All reports have to be maintained and adjusted as needed to meet the changing needs of the agency. Reports are done at least monthly. Reports are reviewed through the internal approval process prior to submission.</p>
10%	<p>Cash Flow Management</p> <p>The incumbent monitors all daily KDADS' SMART transactions in order to match cash balance shown by Dept. of Treasury. Monitoring transactions requires checking all fund and budget unit combinations within SMART for day-to-day changes, and tracking their impact on agency cash balances. Balances must be reconciled with the State treasury cash balance, which is what the Treasurer Office shows as KDADS's balance daily, and the incumbent must report issues on variances found between the State Treasurer's balance and KDADS records to the CFO (K0217371) and the Director of Accounting (K0214892). Each variance has to be researched to determine what accounting entry caused the variance and take corrective action to make cash balances between KDADS and Treasury match. This task is performed with minimal oversight by senior financial staff.</p>
10%	<p>Grant Monitoring</p> <p>When federal grants close, or state appropriated funds lapse, the incumbent removes funding source from all accounting, or affected payroll systems then replace the funding with new funding source, or update existing funding percentages in all affected systems. This requires monitoring Federal Award system for new awards and award adjustments, interaction with Federal Grant Monitors, and interaction with several state agencies. Internally KDADS maintains spreadsheets and or databases on every program where funds are extended. Any change at the federal or state level requires internal accounting system reflect the correct award, or any adjustment from the awarding authority along with the SMART system for appropriated balances as well as cash balances. The incumbent works with KDADS program directors and accounting staff to finalize grants at period end, or grant closure. To finalize any award the incumbent must correct entries entered into the SMART system, and internal spreadsheets to bring all systems into balance. This occurs at least quarterly. This task is performed with minimal oversight by senior financial staff.</p>
5%	<p>Completes special projects and performs other duties as assigned including but not limited to ensuring the agency is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and/or acts of terrorism. Assists other employees in the work unit in accomplishing assignments as necessary.</p>